



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder

For Each Vacancy at the Station(s)

Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: Traffic Asst
2. Station: KVOA
3. Date Position Opened: 7/5/11
4. Date Position Filled: 8/2/11 8/15/11
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes ☒

No ☐

II. Interviews

1. List of people interviewed for this position:

Name

Date

Recruitment Source

Cynthia Villarreal

7/8/11

Word of mouth - KVOA Emp

Carrie Cracchiolo

7/18/11

employee referral

Mike Gallion

7/20/11

website - KVOA

2. Total number of people interviewed for this position:

3

3. Total number of applicants for this job:

8

III. Hiree

Person ultimately hired for this position:

Name:

Carrie Cracchiolo-Wilkinson

Recruitment Source:

employee referral

Approval:

General Manager:

Bill R

Date:

8/2/12



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 7/14/11
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 7/14/11
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 7/14/11
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

KVOA JOBS

National Sales/Traffic Assistant

Posted: Jun 11, 2010 2:31 PM

Updated: Jul 14, 2011 11:57 AM

Like

0

SHARE

Rating:

0.0 (0 votes)

KVOA-TV, an NBC affiliate in TUCSON, ARIZONA is currently accepting resumes for a National Sales/Traffic Assistant position.

Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key, OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, basic math skills, be customer service oriented and can multi-task.

This position is responsible for, but not limited to, extensive order entry, editing and reconciliation of daily logs, massaging inventory, input of traffic instructions, checking in commercials/paid programs, working directly with the NSM, offer makegoods, filing, some switchboard operation (for receptionist backup), and other clerical duties as assigned.

Email or send resume and cover letter to:

Dottie Diaz

KVOA Communications, Inc.

P.O. Box 5188

Tucson, AZ 85703

ddiaz@kvoa.com, or fax it to 520-884-4691.

NO PHONE CALLS PLEASE.

KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.

PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.

MOTOR VEHICLE RECORD REQUIRED.

National Sales/Traffic Assistant

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To apply, send resume, cover letter and contact information to:

Dottie

Diaz

KVOA.com

209 W. Elm Street

Tucson, AZ 85705

Phone:

Fax: 520-884-4691

Email contact form

- Locations: AZ-Tucson
- Departments: Traffic - broadcast

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member login

careerpage.org

Search for a job

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GM - Radio

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Alabama

Submit

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State Associations' Jobbanks

Contact CareerPage.org

Types of jobs in broadcasting



All Current Job Postings

National Sales/Traffic Assistant

Posted: 2011-07-14

Tucson, AZ

Description: KVOA-TV, an NBC affiliate in TUCSON, ARIZONA is currently accepting resumes for a National Sales/Traffic Assistant position.

Responsibilities: This position is responsible for, but not limited to, extensive order entry, editing and reconciliation of daily logs, massaging inventory, input of traffic instructions, checking in commercials/paid programs, working directly with the NSM, offer makegoods, filing, some switchboard operation (for receptionist backup), and other clerical duties as assigned.

Requirements: Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key, OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, basic math skills, be customer service oriented and can multi-task.

To apply: Email or send resume and cover letter to: Dottie Diaz KVOA Communications, Inc. P.O. Box 5188 Tucson, AZ 85703 ddiaz@kvoa.com, or fax it to 520-884-4691. NO PHONE CALLS PLEASE. KVOA IS AN EQUAL OPPORTUNITY EMPLOYER. PRE-EMPLOYMENT DRUG TESTING IS REQUIRED. MOTOR VEHICLE RECORD REQUIRED.

Contact: Dottie Diaz before 2011-08-14

Tucson, AZ 85705

Nights On-Air

Posted: 2011-07-14

Holt, MI

Description: We are looking for the next Superstar talent to rock nights on Q106, a 50kw legend in Lansing, Michigan.

Responsibilities: You will need to be local, funny, engaging, entertaining, hard working, relatable, timely and creative.

To apply: Send your best material to matt.lersch@mwcradio.com Midwest Communications is an Equal Opportunity Employer by choice.

Contact: Matt Lersch before 2011-08-14

Holt, MI 48842

On Air Talent

Posted: 2011-07-14

Springfield, MO

Description: Responsible for the research, development, production and execution of entertaining on-air program content relevant to the target audience as defined by your supervising manager; live and pre-recorded shifts; commercial and/or promotional production; remote broadcasts and public appearances; other duties as assigned by manager.

Requirements: Education: High School Diploma required; college degree preferred. Skills: Candidate must have excellent written and verbal communication skills; excellent delivery skills; ability to work well under pressure; strong on-air presentation; technical ability; understanding of digital recording equipment; computer proficiency; good phone skills (heavy phone use/listener participation) Experience: Minimum three years on-air experience

To apply: Send audio sample and resume to: Mark Grantin Journal Broadcast Group 2330 W. Grand Springfield, MO 65802 mgrantin@kts.com

Contact: Mark Grantin before 2011-08-31

Springfield, MO 65802



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JOBS

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Marketing and Promotions
Management
Administrative

CAREER

JOBS

National Sales/Traffic Assistant

14 JULY 2011

Type: News
Organization: KVOA-TV (*ABA MEMBER)
Location: Tucson, Arizona
Description: KVOA-TV, the NBC affiliate in TUCSON, AZ is currently accepting resumes for a National Sales/Traffic Assistant position.

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Posted in: CAREER : JOBS : NEWS

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ABA NEWS

June 30 - Broadcasters 2011 Hall of Fame Inductees Announced

The ABA Foundation is proud to announce the 2011 Hall of Fame class: Bill Austin

June 13 - ABA JOINS FACEBOOK

Your trade association has officially joined Facebook!! Click the link

February 03 - AZ AMBER Alert Charity Golf Classic

The Arizona Broadcasters Association Foundation held it's 7th Annual AZ AMBER Alert

ABA EVENTS

January 01 - 2011 Membership Renewal

Time to renew your 2011 Membership duesTV/Radio Renewal Form Associate

January 20 - JANUARY ABA Board Meeting

ABA Board Meeting, Thursday - January 20th at the ABA Office in Phoenix from 11:00

February 28 - NASBA Annual Business Meeting & State Leadership Conference

Monday, 2/28/11 - Wednesday, 3/2/11
 NASBA Annual Business Meeting &

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 1-800-GO-GUARD.com



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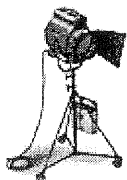


Broadcast Employment Services



KVOA (NBC) Tucson, Arizona

Position National Sales/Traffic Assistant
Station "News 4 Tucson"
Slogan
Reference # TVJ#34162786
Type Television
Full / Part Full Time - Regular
Experience 0
Posted 7/14/2011
Closes 8/14/2011
Time Left 31 Days
DMA #67
Found In Traffic



National Sales/Traffic Assistant

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Dottie Diaz
KVOA Communications, Inc.



Supplemental Information

Salary Type	
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	
Workweek	
Scheduled on Holidays	
Start Date	
Probation Period	
Benefits	Yes
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	
Paid Sick Leave	Yes
Phone Calls	No Phone Calls Please
Agent Phone Calls	Yes
Résumé	
Cover Letter	Required
References	
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	Yes - 520-884-4691
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	

P.O. Box 5188
Tucson, AZ 85703

ddiaz@kvoa.com, or fax it to 520-884-4691.

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MOTOR VEHICLE RECORD REQUIRED.

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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Annual E-Résumé subscription
or DigitalTalent résumé required.

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Contract Length

Special Requirements

Driver's License

Insurance

Required

Good Driving Record

Preferred

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Negotiable

Union Position

No

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Yes

**Proof of Eligibility to work in
U.S. Required**

Yes

**Equal Opportunity
Employment**

Yes

EOE Data Form

Yes

Wildcat JobLink

National Sales/Traffic Assistant (copy)

KVOA Communications

Posted: Jul 14, 2011

DIVISION N/A

POSITION TYPE Full Time, Regular

SALARY LEVEL Negotiable

Important Dates
Posted On: Jul 14, 2011
Applications Accepted Until: Aug 15, 2011

DESCRIPTION

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LOCATION

City
Tucson
State/Province
Arizona
Country
United States

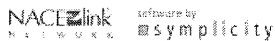
JOB FUNCTION

Communications Related

CONTACT INFORMATION

Mrs. Gabriella Trejo
209 W. Elm
Tucson, Arizona 85705
United States

gtrejo@kvoa.com
520-792-2270-107



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Student Union Memorial Center
1303 E University Blvd., Suite 411
Tucson, AZ 85721
(520) 621-2588

Mississippi University for Women

College Central Network Services



July 14, 2011

Job Detail Information**Job Information****Job ID** 2301903**Job Title** National Sales/Traffic Assistant

KVOA-TV, the NBC affiliate in TUCSON, AZ is currently accepting resumes for a National Sales/Traffic Assistant position.

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Job Description

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Tucson, AZ 85703

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Type of Job Full Time**Job Location** Tucson, Arizona**Posting Date** 07/18/2011**Expiration Date** 08/13/2011**Job Requirements****Degrees Wanted** None Required**Majors Wanted** Any Major**Job Targets Wanted** Any Job Target**Special Skills Wanted****Other Job Requirements****Company Information****Company Name** KVOA Communications, Inc.**Employer Web Site** <http://www.kvoa.com>**Company Description** Cordillera Communications - A Division of Evening Post Publishing**Equal Opportunity Employer** Yes**Contact Information**

Name: Gabriella Trejo
Address: 209 West Elm St
Tucson, AZ 85705
Phone: (520) 884-4604
Fax: 520-884-4639
Email: gtrejo@kvoa.com



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National Sales/Traffic Assistant

Company:	KVOA	Job posted on:	07/14/11
City, State:	Tucson, Arizona	Salary:	<i>not provided</i>
Duration:	<i>not provided</i>	Website:	<i>not provided</i>
Favorites:	Add to favorites	Share:	 

About the Job

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TDGA - Public Site

<http://www.tdga.org/classifieds/available/traffic-continuity-personnel/national-sales-traffic-assistant-television---tucs.shtml>

**National Sales & Traffic Assistant
(Television) - Tucson AZ**

National Sales & Traffic Assistant (Television) - Tucson AZ - KVOA-TV, the NBC affiliate in TUCSON, AZ is currently accepting resumes for a National Sales/Traffic Assistant position. Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key, OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, basic math skills, be customer service oriented and can multi-task. This position is responsible for, but not limited to, extensive order entry, editing and reconciliation of daily logs, massaging inventory, input of traffic instructions, checking in commercials/paid programs, working directly with the NSM, offer makegoods, filing, some switchboard operation (for receptionist backup), and other clerical duties as assigned. Email or send resume and cover letter to: Dottie Diaz, KVOA Communications, Inc., P.O. Box 5188, Tucson, AZ 85703 - ddiaz@kvoa.com, or fax it to 520-884-4691.

No Phone calls please. KVOA is an equal opportunity employer. Pre-employment drug testing is require. Motor Vehicle record is required

Recruitment Sources-Sister Stations

KXLF
1003 S Montana
Butte MO 59701

Pat Cooney
General Manager
FAX: 406-782-8906 ✓
Tel: 406-496-8400

KRTV
Hwy 87 PO Box 2989
Great Falls MO 59404

Jon Saunders
General Manager
FAX: 406-791-5479 ✓
Tel: 406-453-2431

KPAX
PO Box 4827
Missoula MO 59801

Bob Hermes
General Manager
FAX: 406-543-7111 ✓
Tel: 406-543-7106

KTVQ
Box 2557
Billings MO 59103

Monty Wallis
General Manager
FAX: 406-252-9938 ✓
Tel: 406-252-5611

KOAA
2200 7TH Ave
Pueblo CO 81003

Evie Hudson
Business Manager
FAX: 719-295-6685 ✓
Tel: 719-544-5781

KATC
PO Box 63333
Lafayette LA 70506

Kathy Schexnayder
Business Manager
FAX: 337-235-9363 ✓
Tel: 337-235-3333

KRIS
409 Staples St
Corpus Christi TX 78401

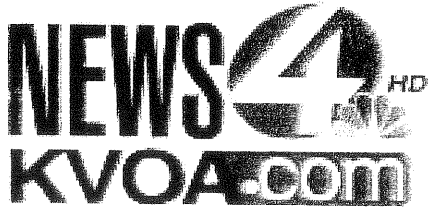
Alice Galindo
Business Manager
FAX: 361-885-3773 ✓
Tel: 361-886-6100

WLEX
PO Box 1457
Lexington KY 40591

Sandy Byron
Business Manager
FAX: 859-254-1272 ✓
Tel: 859-226-7600

KSBY
1772 Calle Joaquin
San Luis Obispo CA 93405

Rebecca Paxton
Business Manager
FAX: 805-541-5142 ✓
Tel: 805-541-6666



KVOA COMMUNICATIONS, INC.

JOB OPENING

NATIONAL SALES/TRAFFIC ASSISTANT

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Company

Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Pat Cooney	FROM:	Gabriella Trejo
FAX:	406-782-8906	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

National Traffic Assistant

Thank you,

Gabriella Trejo

Payroll Clerk

This transmission is confidential and intended only for the above addressee. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this transmission is prohibited. If you have received this communication in error, please notify the sender immediately by phone and mail the original back to us. Thank you.

Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:28PM	Fax Sent	14067828906	1:03 N/A	2	OK

Note:

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Jon Saunders	FROM:	Gabriella Trejo
FAX:	406-791-5479	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:31PM	Fax Sent	14067915479	0:56 N/A	2	OK

Note:

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Company

Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Bob Hermes	FROM:	Gabriella Trejo
FAX:	406-543-7111	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

National Traffic Assistant

Thank you,

Gabriella Trejo

Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:33PM	Fax Sent	14065437111	0:54 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Monty Wallis	FROM:	Gabriella Trejo
FAX:	406-252-9938	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">National Traffic Assistant</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:35PM	Fax Sent	14062529938	0:54 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Evie Hudson	FROM:	Gabriella Trejo
FAX:	719-295-6685	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:38PM	Fax Sent	17192956685	1:08 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Kathy Schexnayder	FROM:	Gabriella Trejo
FAX:	337-235-9363	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">National Traffic Assistant</div> Thank you, Gabriella Trejo Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:41PM	Fax Sent	13372359363	0:55 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Alice Galindo	FROM:	Gabriella Trejo
FAX:	361-885-3773	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:46PM	Fax Sent	13618853773	0:55 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Sandy Byron	FROM:	Gabriella Trejo
FAX:	859-254-1272	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
--------	--------------	------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

National Traffic Assistant

Thank you,

Gabriella Trejo

Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:52PM	Fax Sent	18592541272	0:54 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Rebecca Paxton	FROM:	Gabriella Trejo
FAX:	805-541-5142	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">National Traffic Assistant</div> Thank you, Gabriella Trejo Payroll Clerk

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Last Transaction

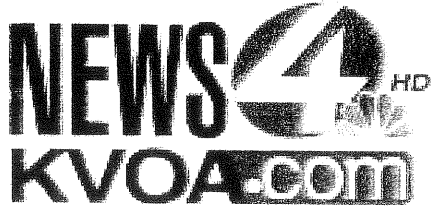
Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	1:54PM	Fax Sent	18055415142	1:05 N/A	2	OK

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Fax		
Dept of Economic Security 5441 E 22nd St Tucson AZ 85711	Olga Pinedo FAX: 584-9567 Tel: 584-8172	YES ✓
Gospel Rescue Mission 312 W 28th St Tucson, Az 85713	Jenny Coverdale FAX: 622-8585 Tel: 622-3495	YES ✓
Pima Community College 4905 C E Broadway Blvd Tucson Az 85711	Mary Holmes FAX: 206-4566 Tel: 206-4596	YES ✓
Pima County One Stop Career Center 340 North Commerce Park Loop Tucson Az 85745	Donna Baker FAX: 798-0599 Tel: 798-0500	YES ✓
ACAP Job Assistance Center-Dept of the Army United States Army Intelligence Fort Huachuca AZ 85613	Angela Baker FAX: 520-533-7059 Tel: 520-533-5764	YES ✓
Arizona Commission of Indian Affairs 1400 W. Washington, Ste 300 Phoenix, AZ 85007	Lone Wells FAX: 602-542-3223 Tel: 602-542-3123	YES ✓



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JOB OPENING

NATIONAL SALES/TRAFFIC ASSISTANT

KVOA-TV, the NBC affiliate in TUCSON, AZ is currently accepting resumes for a National Sales/Traffic Assistant position.

Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key, OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, basic math skills, be customer service oriented and can multi-task.

This position is responsible for, but not limited to, extensive order entry, editing and reconciliation of daily logs, massaging inventory, input of traffic instructions, checking in commercials/paid programs, working directly with the NSM, offer makegoods, filing, some switchboard operation (for receptionist backup), and other clerical duties as assigned.

Email or send resume and cover letter to:

Dottie Diaz
KVOA Communications, Inc.
P.O. Box 5188
Tucson, AZ 85703

ddiaz@kvoa.com, or fax it to 520-884-4691.

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MOTOR VEHICLE RECORD REQUIRED.



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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Olga Pinedo	FROM:	Gabriella Trejo
FAX:	584-9567	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Jul 15	1:27PM	Fax Sent	5849567	0:52 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Jenny Coverdale	FROM:	Gabriella Trejo
FAX:	622-8585	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">National Traffic Assistant</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	2:07PM	Fax Sent	6228585	0:56 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Mary Holmes	FROM:	Gabriella Trejo
FAX:	206-4566	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <div style="text-align: center;">National Traffic Assistant</div> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	2:12PM	Fax Sent	2064566	0:53 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Donna Baker	FROM:	Gabriella Trejo
FAX:	798-0599	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	2:15PM	Fax Sent	7980599	0:57 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Angela Baker	FROM:	Gabriella Trejo
FAX:	520-533-7059	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:
Attached are job posting for : <p style="text-align: center;">National Traffic Assistant</p> Thank you, Gabriella Trejo Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	2:19PM	Fax Sent	15205337059	0:52 N/A	2	OK

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Facsimile Transmittal Sheet

DATE:	July 13, 2011	PAGES:	2 pages including Coversheet
TO:	Lone Wells	FROM:	Gabriella Trejo
FAX:	602-542-3223	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

National Traffic Assistant

Thank you,

Gabriella Trejo

Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jul 14	2:21PM	Fax Sent	16025423223	0:55 N/A	2	OK

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Mail		
D.E.S. Vocational Rehabilitation 400 W Congress #420 Tucson AZ 85701	Wonita Yodice Tel: 628-6810	YES ✓
Tetra Corporation PO Box 50544 Tucson AZ 85703	Mary Lespron Tel: 622-4874 ext 130	YES ✓
Tucson Black Chamber of Commerce P.O. Box 2385 Tucson AZ 85702-2385	Shirley Hockett	YES ✓
Community Outreach Prog for the Deaf & Blind 268 W Adams St Tucson AZ 85705	Jane Kiser-Schmidt	YES ✓
Tohono O'adham Nation PO Box 837 Sells AZ 85634	Freddie Lopez	YES ✓
KUAT Communications PO Box 210067 Tucson AZ 85721	Terri Sweet Tel: 520-621-5828	YES ✓
National Assoc. of Black Journalists University of Maryland 1100 Knight Hall, Suite 3100 College Park, MD 20742	Ryan Williams Tel: 301-405-0248	YES ✓
Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85253	Raymond Dixon Tel: 480-423-6523	YES ✓



KVOA COMMUNICATIONS, INC.

JOB OPENING

NATIONAL SALES/TRAFFIC ASSISTANT

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Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key, OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, basic math skills, be customer service oriented and can multi-task.

This position is responsible for, but not limited to, extensive order entry, editing and reconciliation of daily logs, massaging inventory, input of traffic instructions, checking in commercials/paid programs, working directly with the NSM, offer makegoods, filing, some switchboard operation (for receptionist backup), and other clerical duties as assigned.

Email or send resume and cover letter to:

Dottie Diaz
KVOA Communications, Inc.
P.O. Box 5188
Tucson, AZ 85703

ddiaz@kvoa.com, or fax it to 520-884-4691.

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MOTOR VEHICLE RECORD REQUIRED.



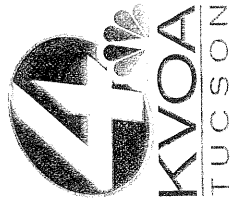
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D.E.S. Vocational Rehabilitation
400 W. Congress #420
Tucson, AZ 85701





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Tetra Corporation
P.O. Box 50544
Tucson, AZ 85703

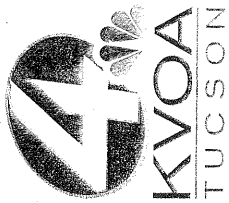


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Tucson Black Chamber of Commerce
P.O. Box 2385
Tucson, AZ 85702-2385

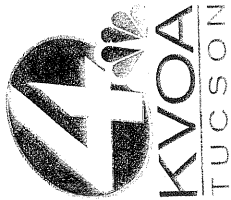


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Community Outreach Program
for the Deaf & Blind
268 W. Adams St.
Tucson, AZ 85705



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Box 5188, Tucson, AZ 85703-0188

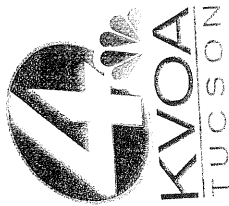
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Tohono O'odham Nation

P.O. Box 837

Sells, AZ 85634

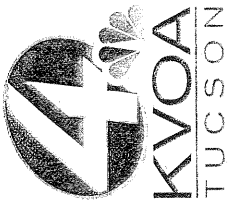


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KUAT Communications
P.O. Box 210067
Tucson, AZ 85721



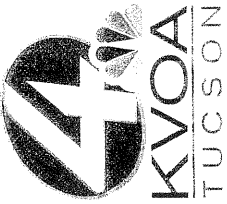
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1100 Knight Hall, Suite 3100
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Scottsdale Community College
9000 E. Chaparral Road
Scottsdale, AZ 85253

Mail

Chicano/Hispanic Student Affairs Economics 23 PO Box 210023 Tucson AZ 85721	Leona R. Puente	NO ✓
LULAC PO Box 2443 Tucson AZ 85702	Richard Fimbres	NO ✓
Access Tucson 124 E Broadway Blvd Tucson AZ 85701	Sam Barron	NO ✓
Jackson Employment Center 400 E 26th St Tucson AZ 85713	Cheryl Bakari	NO ✓
KQTL 2955 E Broadway Blvd Tucson AZ 85716	Araceli Espinoza	NO ✓
Pascua Yaqui Tribe 7474 S. Camino de Oeste Tucson, Az 85746	Carmen Thomas HR Director	NO ✓
Emanuel Grace Church 1440 Camino del Sierra Tucson Az 85713	Minister Charles Watkins	NO ✓



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JOB OPENING

NATIONAL SALES/TRAFFIC ASSISTANT

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Email or send resume and cover letter to:

Dottie Diaz
KVOA Communications, Inc.
P.O. Box 5188
Tucson, AZ 85703

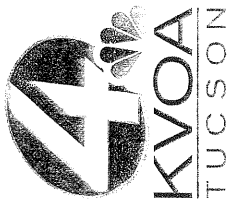
ddiaz@kvoa.com, or fax it to 520-884-4691.

NO PHONE CALLS PLEASE.

KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.

PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.

MOTOR VEHICLE RECORD REQUIRED.



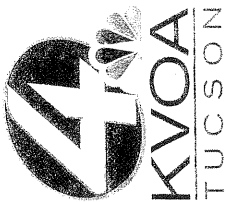
KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188

Studios at 209 W. Elm, 85705-6538

kvoa.com

Chicano/Hispanic Student Affairs
Economics 23
P.O. Box 210023
Tucson, AZ 85721



KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188

Studios at 209 W. Elm, 85705-6538

kvoa.com

LULAC
P.O. Box 2443
Tucson, AZ 85702



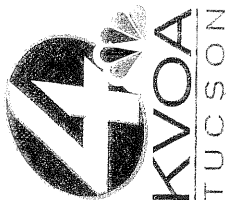
KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188

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kvoa.com

Access Tucson
124 E. Broadway Blvd.
Tucson, AZ 85701



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kvoa.com

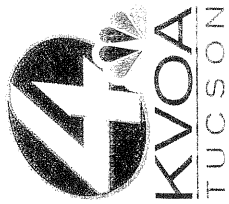
Jackson Employment Center
400 E. 26th St.
Tucson, AZ 85713



KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188
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kvoa.com

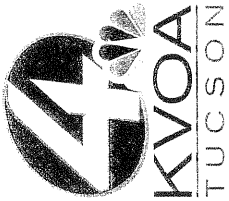
KQTL
2955 E. Broadway Blvd.
Tucson, AZ 85716



KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188
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kvoa.com

Pascua Yaqui Tribe
7474 S. Camino De Oeste
Tucson, AZ 85746



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Box 5188, Tucson, AZ 85703-0188

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kvoa.com

Emmanuel Grace Church
1440 Camino Del Sierra
Tucson, AZ 85713

Recruitment Sources	CONTACT	ENTITLED TO NOTIFICATION
E-Mail		
Chicanos Por La Causa-Employment Specialist 200 N Stone Ave Tucson AZ 85701	Lola Benitez FAX : 884-9007 TEL: 882-0018 EXT#279 lola.benitez@cplc.org	YES ✓
NAACP Tucson Branch 2160 N 6TH Ave Tucson AZ 85705	Clarence Boykins TEL: 622-8277 CLARENCE540@AOL.COM	YES ✓
Tucson Urban League 2305 S Park Ave Tucson AZ 85713	Donna Baker FAX: 623-9364 TEL: 791-9522 dbakerx@csd.pima.gov	YES ✓
Tucson Indian Center 705 N Main Ave Tucson AZ 85705	Benny M McCabe FAX: 884-0240 TEL: 884-7131 Benmcabe@hotmail.com	YES ✓
National Association of Hispanic Journalists 1000 National Press Bld 529 14st MW Washington DC 20045-2001	NAHJ Job Bank TEL: 202-662-7168 FAX: 202-662-7144 Jobbank@nahj.org	YES ✓
Family Support Center 3500 S.Craycroft Rd. Bldg.3210 Davis-Monthan AFB, AZ 85707	Regan Mendina-Pellow/USAF ACC TEL: 228-5690 FAX: 228-5622 Regan.Mendina-Pellow@dm.af.mil	YES ✓
Fred G Acosta Job Center 901 S Campbell Ave Tucson AZ 85719	Mike Campbell TEL: 879-9234 campbell.mike@jobcorps.org	YES ✓
National Urban League 120 Wall Street New York, NY 10005	S Harris TEL: 212-558-5300 Sharris@nul.org	YES ✓
Goodwill Industries of So Arizona Inc. 1940 E. Silverlake #403 Tucson AZ 85713	Lisa Larivee TEL: 520-623-5174 ext.117 llarivee@goodwill-tucson.org	YES ✓
ITT Technical Institute 1455 W. River Rd. Tucson, AZ 85704	Jennifer Whicker TEL: 520-408-7488 jwhicker@itt-tech.edu	YES ✓
P.H.A.S.E / YWCA 525 N. Bonita Ave. Tucson Az 85745	Liz Rabago TEL: 884-7810 lrabago@ywcatuson.org	used to fax/ requested email YES ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Thursday, July 14, 2011 11:44 AM
To: 'lola.benitez@cplc.org'; 'clarence540@aol.com'; 'dbakerx@csd.pima.gov'; 'benmcabe@hotmail.com';
'jobbank@nahj.org'; 'Mendina-Pellow, Regan Civ USAF ACC 355 FSS/FSFR';
'campbell.mike@jobcorps.org'; 'sharris@nul.org'; 'llarivee@goodwill-tucson.org'; 'jwhicker@itt-tech.edu';
'lrabago@ywcaticucson.org'
Subject: Job Opening
Attachments: National Traffic Asst.doc

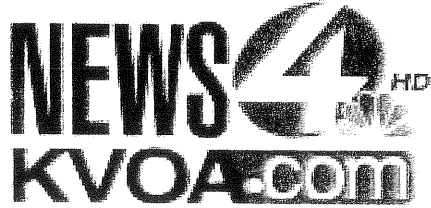
Hello,

We currently have a job opening for the attached job description:

National Traffic Assistant

Thank you,
Gabriella
Payroll Clerk

7/14/2011



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JOB OPENING

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MOTOR VEHICLE RECORD REQUIRED.

Recruitment Sources

CONTACT

ENTITLED TO
NOTIFICATION**E-Mail**

AWRT--Tucson Chapter katrina@adwiz.com

NO ✓

Brown Mackie College-- Ibujanda@brownmackie.edu

NO ✓

Tucson Advertising Federation
membership@aافتucson.org

NO ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Thursday, July 14, 2011 11:45 AM
To: 'Katrina Noble'; 'Bujanda, Liliانا'; 'membership@aaftucson.org'
Subject: Job Opening
Attachments: National Traffic Asst.doc

Hello,

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National Traffic Assistant

Thank you,
Gabriella
Payroll Clerk

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